



Michael J. Garcia, Mayor

DATE: August 26, 2026

TO: Public Works & Utilities, Finance Committee, Governing Body

FROM: John Dickinson, Airport Director 
JOHN DICKINSON (Sep 1, 2026 14:40:44 MDT)

VIA: Kelly Bynon, Administrative Manager 

ITEM AND ISSUE:

Request for Approval of a Budget Adjustment Resolution (BAR) in the Total Amount of \$1,855,000 to increase WIP Design and Remodeling & Replacement using the Capital Reserves in Fund 365.

(John Dickinson, Airport Director, jxdickinson@santafenm.gov; Kelly Bynon, Administrative Manager, kabynon@santafenm.gov)

BACKGROUND AND SUMMARY:

Following the FAA's recent Part 139 inspection, the Airport is actively addressing the identified safety-area, airfield marking, lighting, and pavement needs. We are developing an RFP that will address rehabilitation of Runways 2/20 and 15/33, runway and taxiway markings, lighting improvements, rubber removal, and improvements to the runway safety areas. To move these projects forward, the Airport is requesting the City front \$750,000 for the initial design and engineering work. These funds would be reimbursed through FAA Airport Infrastructure Grant (AIG) funding once the grants are executed and reimbursement is received. This will allow the Airport to begin the necessary design work while waiting for the grants to be executed, rather than delaying the projects and the associated safety improvements.

In addition to the airfield improvements, the Airport has significant terminal facility needs that directly affect both the condition of the facility and the customer experience. The terminal currently lacks adequate HVAC, has aging flooring, insufficient wayfinding, and other facility improvements that are needed to provide a safe, functional, and welcoming environment for passengers. We are requesting the use of available Capital Reserve funds to address these needs. Together, these investments will allow the Airport to proactively

City Council

Alma G. Castro, District 1
Patricia Feghali, District 1

Elizabeth "Liz" Barrett, District 2
Paul C. Bustamante, District 2

Lee Garcia, Mayor Pro Tem, District 3
Pilar F.H. Faulkner, District 3

Jamie Cassutt, District 4
Amanda Chavez, District 4

address the FAA findings, improve the safety and reliability of the airfield, and make necessary improvements to the terminal while continuing to pursue available federal funding. The estimated cost of the needs outlined in this memo is \$1,855,000 and is broken down as follows:

1. Design for Runway Safety Area	\$750,000
2. HVAC	\$600,000
3. Secured Area Restroom Upgrade	\$300,000
4. Tile in secured area	\$70,000
5. Rental XR Agency Rental Space Upgrade	\$30,000
6. Terminal signage and wayfinding	\$80,000
7. Terminal Furniture Refurbishment	\$25,000

ACTION:

Approval of a Budget Amendment Resolution (BAR) in the Total Amount of \$1,855,000 to increase WIP Design and Remodeling & Replacement using the Capital Reserves in Fund 365.

COMMITTEE REVIEW:

Public Works & Utilities: 09/21/26

Finance Committee: 09/28/26

Governing Body: 09/30/26

Log # {Finance use <u>only</u> }:	
Journal # {Finance use <u>only</u> }:	

City of Santa Fe, New Mexico BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION NAME Airport				DATE 8/31/2026	
ITEM DESCRIPTION	ORG	OBJECT	PROJECT	INCREASE	DECREASE
<u>EXPENDITURES</u>				<i>{enter as positive #}</i>	<i>{enter as negative #}</i>
WIP Design - Design Runway Safety	5450407	572960	AIR2754501	750,000	
Remodel & Repalcement	5450407	572500		1,105,000	
Capital Reserves - Transfer to Airport	3650142	760545		1,855,000	
<u>REVENUES</u>				<i>{enter as negative #}</i>	<i>{enter as positive #}</i>
Airport Fund - Transfer from Capital Reserves	5450407	660365		(1,855,000)	
JUSTIFICATION: <i>(use additional page if needed)</i> --Attach supporting documentation/memo				\$ 1,855,000	\$ -

BAR from Capital Asset Reserves to support various needs at the Airport which include: Design of the Runway Safety Area, remodel of HVAC, rsetrooms, flooring, rental car agency areas, signage and furniture.		<i>{Complete section below if BAR results in a net change to ANY Fund}</i>	
	Fund(s) Affected	Fund Balance Increase/(Decrease)	
	365	(1,855,000)	
TOTAL:		(1,855,000)	

Kelly Bynon Prepared By {print name}	8/31/2026 Date	{Use this form for Finance Committee/ City Council agenda items ONLY}	Andrew J. Hopkins Budget Officer	Sep 1, 2026 Date
Division Director Signature {optional} 		CITY COUNCIL APPROVAL City Council Approval Date: 		Finance Director {≤ \$5,000} Date
Department Director Signature Date		Agenda Item #: 		City Manager {≤ \$60,000} Date

GB_BAR_FUND 365 to AIRPORT

Final Audit Report

2026-09-01

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